

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, February 1, 2016**

MINUTES

1. Call to order

Clerk Treasurer Deb Winter called the February 1, 2016 meeting of the Village Trustees to order at 6:30 p.m.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter and John Williams. Trustee Kyle Broom arrived at 6:33 p.m. Staff present were: Clerk Treasurer Deb Winter, Administrator Matt Giese, Village Planner Erin Ruth, Chief of Police Dan Layber, Director of Public Works and Properties JJ Larson, Director of Parks, Recreation & Forestry Sean Brusegar and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. Nominations for Chairman Pro Tem for the February 1, 2016 Village Board meeting.

Motion by Pickel to nominate Jack Henrich Chairman Pro Tem for the February 1, 2016 Village Board meeting, seconded by Jushchyshyn. **Motion** carried with a voice vote of 5-0-0.

5. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

None

6. Discuss and consider the minutes of the regular Village Board meeting of January 18, 2016.

Motion by Williams to approve the minutes of the regular Village Board meeting of January 18, 2016 as read, seconded by Potter. **Motion** carried with a voice vote of 4-0-1 with Pickel abstaining.

7. Presentations to the Board

None

8. Unfinished Business

a. Discuss and consider potential citizen appointments to openings on various Village committees and commissions.

No action taken at this time. This agenda item will be on the next agenda as well.

b. Update on Gaston Road ROW permit.

Boushea reported that he thought they had received straight forward direction after the Utility Commission meeting. Since then however, we have received some language change requests from the Town who is considering this item tonight at their meeting.

c. Discuss and consider Developer Agreement with MS Swanson Properties, LLC (Atlantis Valley Foods).

Mike Swanson was present. Boushea went over some high topics in the agreement. Swanson stated that they are ready to pull permits by the end of February and would like to close on the property as soon as possible. **Motion** by Pickel to approve the Developer Agreement with MS Swanson Properties, LLC (Atlantis Valley Foods), seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

d. Discuss and consider RESOLUTION 2016-01 authorizing staff to take all required action regarding sale of property to, and closing transaction with MC Swanson Properties, LLC (Atlantis Valley Foods).

Boushea explained the need for the proposed Resolution in order to finalize all aspects of the closing with MC Swanson Properties, LLC. **Motion** by Pickel to approve Resolution 2016-01 authorizing staff to take all required action regarding sale of property to, and closing transaction with MC Swanson Properties, LLC (Atlantis Valley Foods), seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

9. New Business

- a. **Discuss and consider approval of 8700-280 Project Acceptance Certification – Drax – for the Reservoir #2 Reconstruction project.**

Motion by Pickel to approve 8700-280 Project Acceptance Certification – Drax – for the reservoir #2 Reconstruction project, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

- b. **Discuss and consider approval of 8700-280 Project Acceptance Certification – RG Huston – for the Reservoir #2 Reconstruction project.**

Motion by Williams to approve 8700-280 Project Acceptance Certification – RG Huston – for the Reservoir #2 Reconstruction project, seconded by Pickel. **Motion** carried with a voice vote of 6-0-0.

- c. **Discuss and consider approval of amended Alcohol Beverage License for 1855 Saloon & Grill.**

Winter explained that 1855 Saloon & Grill has gone through some changes in management and therefore needed to change their agent and amend their liquor license. **Motion** by Pickel to approve the amended Alcohol Beverage License for 1855 Saloon & Grill, seconded by Broom. **Motion** carried with a voice vote of 6-0-0.

- d. **Discuss and consider operator license for:**

- i. **Amanda Larson; CVS Pharmacy**
- ii. **Anna Janina Peterson; CVS Pharmacy**
- iii. **Connie Stahl; CVS Pharmacy**
- iv. **Shelong Yang; Stop N' Go – Windsor Ave.**
- v. **Lindsey Ives; Village Liquors**

Motion by Henrich to approve the above listed operator licenses, seconded by Pickel.

Motion carried with a voice vote of 5-0-1 with Potter abstaining.

10. Reports from Village Boards, Commissions & Committees

- a. **Deer-Grove Emergency Management Commission**

- i. **Discuss and consider approval of ordering one or two ambulance chassis.**

Williams started discussion. Jerry McMullen and Chief Erschen with Deer-Grove EMS were also present. McMullen started stating that the Commission formed a subcommittee to start discussion on the purchase of a new ambulance for the 2017 budget year. In their research, they have found that it may be more beneficial to purchase 2 identical ambulances, purchasing the chassis in 2016 and then the box and equipment in 2017. Giese asked for the all in price of an ambulance to which McMullen stated that the chassis and box is \$190,000.00 per ambulance plus equipment costs and the total cost for the two ambulances is \$435,000.00. McMullen added that the ambulances they are considering were chosen because of their safety features, specifically safety features for the crew in the back and that they have received a quote of \$85,000.00 for a trade in for the newer of the current two ambulances. Giese commented that the Village has money set aside in the Capital Fund for an ambulance purchase in 2017 and added the fact that the Village is still paying on the loan taken for the purchase of the last ambulance in 2014. Pickel asked both gentlemen why again is the Village now hearing about the desire to make a large purchase right at the beginning of a new budget year. There was then discussion on the EMS unassigned funds or reserves and the options the district and each municipality have to fund the purchase of two. There was some push back from the Board stating that if the Village pays 52% of a new ambulance, we should by all means get back 52% on a trade in. There was also then discussion on why the purchase of two and then the need to have to replace both of them in 8 years. Why not stagger them so you have at least one newer machine every four years. Boushea asked both gentlemen if they felt the revenue budgeted in 2016 was sustainable to which they said yes and that call volume trends continually up. Erschen added that his biggest push for purchasing two

machines is to have both equipped exactly the same with everything in the same place.

Motion by Pickel to table this agenda item until the next regularly scheduled Board meeting, seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

b. Law Enforcement Committee

Henrich reported that the emergency red phone in the vestibule is installed. The committee also discussed the department's need for part time officers. There is no money in the budget, however the lieutenant position was budgeted for the entire year but won't start until close to April, so the plan is to use those available funds to fund the part timers. We have extended an offer for the lieutenant position and their background check is currently being performed. The Police station is also a Craig's List safety zone for transactions either in the camera monitored parking lot or in the vestibule.

c. Natvig Landfill Committee

Broom reported that they had a quorum, they paid the bills and all monitoring results are good.

d. Parks, Recreation & Forestry Committee

Pickel reported that another tree in Governor Taylor Park has fallen, so we now have 12 left to remove. The committee discussed the potential dog park and what the members would like to see. Brusegar has visited a few dog parks in neighboring municipalities. The committee also discussed the Bakken Park shelter and the possibility of copying the Kids Park fund raising efforts as well as continuing to talk to Rugby. The donation catalogue is going out in the Herald which discusses sponsoring teams, equipment, Music in the Grove and just about any other donation willingly given. Music in the Grove dates and places have been set, they are: May 19 – Dublin Park, June 16 – Fireman's Park, July 21 – Community Park, August 18 – Dublin Park and September 15 – Dublin Park.

11. Reports from Village Officers:

a. Kyle Broom

Went to Waunakee and checked out their multi use and community center. The Chamber is running a meet your Village Trustees on February 25th at Village Hall.

b. Jack Henrich

No Report

c. Alex Jushchyshyn

No Report

d. Jennifer Pickel

i. Update of current activities involving the Monona Grove School District.

The high school music department is performing "Legally Blonde" the weekend of April 8th through April 10th. The Show Choir is prepping for Silver Stage. MG sports are all having a great year.

e. Harvey Potter

No Report

f. John Williams

In the Sunday State Journal there's an article on Stihl with a plug for Cottage Grove and the Commerce Park.

g. Attorney Lee Boushea

No Report

h. Administrator Matt Giese

In 2013 Deer Grove EMS used \$85,000 in reserves and in 2014 used \$45,000 in reserves.

i. Director of Planning and Development Erin Ruth

No Report

12. Communications and Miscellaneous Business

a. Consider approval of vouchers

Motion by Pickel to approve the Village portion of the vouchers in the amount of \$104,701.54, seconded by Jushchyshyn. The check sequence goes from check #40053 to check #40102.

Motion carried with a voice vote of 6-0-0.

b. Correspondence

None

c. Future agenda items

Horizon Developer Agreement, EMS Ambulance(s) purchase

- 13. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; negotiate terms for potential development in TID #6 by Horizon Development Group Inc., and negotiate terms of proposed Website Vendor contract, and pursuant to Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrator evaluation.**

Motion by Henrich to enter into closed session at 7:33 p.m., seconded by Pickel. **Motion** carried with a roll call vote of 6-0-0.

- 14. Reconvene into open session and possible consideration of any closed session items.**

Motion by Potter to reconvene into open session at 8:47 p.m., seconded by Pickel. **Motion** carried with a roll call vote of 6-0-0.

a. Discuss and consider website vendor contract with CivicPlus.

Motion by Potter to approve the website vendor contract with CivicPlus, seconded by Pickel.

Motion carried with a voice vote of 6-0-0.

- 15. Adjournment.**

Motion by Jushchyshyn to adjourn at 8:50 p.m., seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

**Respectfully Submitted,
Deb Winter, Clerk Treasurer
Village of Cottage Grove
Approved: February 15, 2016**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.